



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

---

<b>Opening Date:</b>	November 25, 2015	<b>Closing Date:</b>	December 9, 2015
<b>Job Title:</b>	Security Coordinator	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	085601	<b>FLSA Status:</b>	Non-exempt
<b>Location:</b>	Administrative Office of the Courts Annapolis, Maryland	<b>Grade/Salary:</b>	J10 \$39,260 - \$46,711
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Serves as Security Coordinator for the Deputy Director of the Department of Security Administration. Primary responsibilities in the areas of court security and Continuity of Operations Plan (COOP) with regards to operations, databases, and materials used daily to manage the department. Serves as the Administrator and contact for SMS Schlage access control system. Performs all maintenance including cardholder access. Serves as coordinator for COOP utilizing SHAREPOINT, and GEARS for financial transactions. Responsible for the procurement and inventory management of all office supplies and equipment. Analyzes and compiles data in court security area and prepares reports. Performs administrative duties such as typing, data entry, copying and faxing. Staffs and organizes Security Advisor Board meetings. Serves as liaison between the Deputy Director and individuals inside the organization. Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, and forms control. Meets certification levels necessary to be available for First Aid/CPR/AED trainer certification annually. Performs all other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Minimum of four years of administrative related work experience to include security management, preferably in a court environment.

**Preferred:** Associate's Degree preferred. Certifications to include CPR, AED, First Aid, and SMS Schlage Administration or similar access control system.

**Skills/Abilities:** Ability to create reports and utilize computer software such as Microsoft Access, Excel, Publisher, MSWord, and software for media production. Knowledge of Schlage SMS or similar access control system. Ability simplify complex language. Ability to communicate both professionally and tactfully. Knowledge of administrative procedures and systems. Knowledge of standard language usage, using proper grammar, spelling. Knowledge of budgets and budgetary preparation. Ability to track data for budgetary reasons. Ability to conduct research on equipment and compare pricing on parts and equipment. Ability to maintain equipment and schedule repairs. Ability to coordinate with other offices to define access needs. Ability to organize meeting and to prepare and produce training and presentation materials. Ability to obtain First Aid, AED and CPR certification within first six months; Ability to become certified as a trainer for First Aid, AED and CPR within the first year of employment. Ability to use electronic procurement systems. Knowledge of office practices, procedures and equipment. Ability to prioritize and manage multiple tasks. Ability to manage highly sensitive and confidential information. Ability to perform all of the essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**